# 2. Access the Unit Assignment Discrepancy Report

From the MTCS Main Menu,

Use your mouse to click on the words 'MTCS Reports'



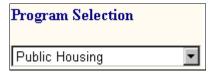
The MTCS Selection Menu appears on your screen.

## 2.1. Program Selection

You must select a single program type to view this report.

Single program types include:

- 1. Public Housing
- 2. Indian Mutual Help
- 3. Indian Rental
- 4. Section 8 Certificates
- 5. Section 8 Vouchers
- 6. Section 8 Moderate Rehabilitation
- Use your mouse to select a program from the drop-down box



Detailed Report 2

#### 2.2. Level of Information

Once you have selected a program, you must select a level of information.

To view the *Unit Assignment Discrepancy Report*, you must select either:

- 1. Housing Agency
- 2. Project (Public & Indian Housing only)
- Use your mouse to select a level of information

• Housing Agency

\* For detailed information on how to select a 'level of information,' look on the MTCS documentation web site:

#### www.hud.gov/pih/systems/mtcs/document.html

### 2.3. Select the Unit Assignment Discrepancy Report

After you complete the 'level of information' selection,

• Click on the 'Report Menu' button

The MTCS Report Menu appears on your screen.

Use your mouse to select the Unit Assignment Discrepancy Report

Unit Assignment Discrepancy

Detailed Report 3